

# COUNTY OF YORK

## MEMORANDUM

**DATE:** April 22, 2005 (BOS Mtg. 5/3/05)

**TO:** York County Board of Supervisors

**FROM:** James O. McReynolds, County Administrator

**SUBJECT:** Operations Arrangements for the Yorktown Freight Shed

As was discussed at the Board's March 12 Retreat, the staff has been working with the Yorktown Freight Shed Limited Partnership and the Yorktown Foundation to develop an operations plan for the Freight Shed. The basic elements of the proposed arrangement, the details of which are partially dictated by the requirements of the historic tax credits program, provide for the building to be "leased" to the Yorktown Foundation, which would manage the reservation and rental process, and for the Foundation to "contract" with the County to perform certain operational duties (set-up/take-down of chairs and tables, etc.). Use of the Freight Shed would be governed by a set of Operations Procedures (attached) that are modeled on the York Hall use policies adopted by the Board and those that govern use of the Williamsburg Community Building, which is a somewhat similar facility. The proposed fee structure for use of the facilities is modeled on the fee structure for the Williamsburg Community Building, but the Freight Shed fees are somewhat higher to recognize the special ambiance associated with its waterfront location. Fee revenue would be distributed among the three parties to this arrangement (the Freight Shed Partnership, the Yorktown Foundation and the County) for the purposes outlined in the attached proposed Memoranda of Understanding.

The attached documents have been reviewed by the attorney representing the Freight Shed Limited Partnership and by the County Attorney. Both have found them to be appropriate as to form. The provisions have been reviewed and discussed extensively by the Freight Shed LP partners (Mrs. Elliott and Messrs. Peebles and Edwards) and by the members of the Yorktown Foundation. All agree that the proposed arrangements provide a good framework for making the Freight Shed available for functions. However, those parties and staff recognize that this effort breaks new ground, and adjustments in procedures and operations may be necessary as experience is gained and the systems are monitored and evaluated. Accordingly, the proposed terms provide an opportunity for review and evaluation after the first six (6) months of operation.

Formal approval of the documents by the Freight Shed Partnership and the Yorktown Foundation is pending. In anticipation that both of those parties will take action in the near future, I recommend that the Board adopt proposed Resolution No. R05-88 which will authorize me to execute the proposed Memorandum of Understanding between the Yorktown Foundation and the County. Formalization of these agreements by all parties

will allow the Freight Shed use to begin. Based on the twelve (12) tentative “reservations” that have already been made, it is anticipated that the facility will be a very popular venue for a wide variety of functions.

Carter/3337

Attachments:

- Proposed Operations Procedures (April 22, 2005 draft)
- Proposed Memorandum of Understanding between Freight Shed Partnership and York town Foundation (April 22, 2005 draft)
- Proposed Memorandum of Understanding between the Yorktown Foundation and York County (April 22, 2005 draft)
- Proposed Resolution R05-88